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ABSTRACT

The contents of this report include the following: The Report of the Director who gives background information and discusses the Library Systems Act, services to State Government, and public library construction. The Administrative Division reports on services to library divisions, data processing services, office services and expenditures. The Archives Division discuss their activities in the manuscripts section, the restoration section and the Texas documents section. The Division for the Blind and Physically Handicapped report on their activities which included strengthening their program by decentralization of materials. They also present evidence of a need for their program. The Field Services Division discuss their major responsibilities. The Records Management Division use tables to summarize their growth and circulation. The Reference Division describe local reference service, interlibrary loan service and Federal documents section statistics. The Technical Services Division discuss acquisitions, serials, cataloging and personnel. Minutes of the State Board of Library Examiners for December 13, 1968 and for December 5, 1969 are included. (NH)

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Biennial Report of the Texas Library and Historical Commission

for 1968-1970

Thirty-first Biennium

LI 002 944

Texas State Library
Austin, Texas

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The *Biennial Report of the Texas Library and Historical Commission* is published in January of odd-numbered years by the Texas State Library, Texas Archives and Library Building.

TEXAS LIBRARY AND HISTORICAL COMMISSION

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January 1, 1971

To His Excellency
The Governor of Texas

Dear Governor:

In accordance with Texas RCS, 1925, Article 5446, the Texas Library and Historical Commission herewith respectfully transmits to you the Thirty-first Biennial Report of the Texas Library and Historical Commission and the Director and Librarian. The report covers the period September 1, 1968, through August 31, 1970.

Respectfully submitted,

C. Stanley Banks

C. Stanley Banks, Sr.
Chairman
Texas Library and Historical Commission

Dorman H. Winfrey

Dorman H. Winfrey
Director and Librarian
Texas State Library

Report of the Director

During the first biennium of the 1960's the Texas State Library's new headquarters in the Texas Archives and Library Building was constructed. During the final biennium of the decade the Library Systems Act was passed, and money was appropriated for construction of a new building to house the Records Management Division.

The decade was one of great change for the Texas State Library. In addition to state programs, the operations of the Field Services Division, the Division for the Blind and Physically Handicapped, and the Reference Division have been greatly expanded under programs financed by federal funds and administered by the Texas State Library.

Last year the state library in another state published a brochure entitled "What Is a State Library?" While the Texas State Library feels that it has fewer problems of identity, it is nevertheless true that the wide variety of services performed may make one person think of it as the place where an elderly relative receives reading material through services to the blind and physically handicapped, another think of it as a source for historical manuscripts and books on Texas, and still another know that little-used files of state agencies are housed and maintained.

In addition to its service to individuals throughout the state, the State Library also serves as a coordinating body for library institutions, particularly public libraries. One requirement for federal funding of programs administered by the State Library in recent years has been the preparation of a Statewide Plan for Library Development. The active participation of librarians—particularly working through a committee of the Texas Library Association—has focused much attention upon the Texas State Library as a unifying body for academic, public, and school libraries. Experience gained in programs for communication and cooperation had a major influence in development of the Texas Library Systems Act passed in 1969.

The most obvious result of the greatly expanded activities of the agency has been that the building that seemed so spacious in 1961 is severely crowded. Directors of all divisions are finding it necessary to exer-

cise great ingenuity to insure that activities are not hampered by lack of space.

Statistical tables in this publication tell much about the expansion of activities. Likewise, descriptions of specific programs being carried out by divisions of the library indicate the range of these activities. Some, such as the newly installed restoration shop operated by the Archives Division, demonstrate that the library is striving to do a better job of fulfilling its original responsibilities. Others, such as the development of communication and cooperation among libraries of various kinds, reflect new ideas in library development.

That the State Library has been asked to accept responsibility by groups that it serves is apparent from two offices held by the state librarian and assistant state librarian. Dr. Dorman H. Winfrey was elected first vice-president and president-elect of the Texas State Historical Association, and Lee B. Brawner was first vice-president and president-elect of the Southwestern Library Association. In addition, Dr. Winfrey served on the Council for the Society of American Archivists, and Brawner served on the Small Library Project Publications Committee for the American Library Association. More than personal honor, these reflect agency and individual interest of the Texas State Library in professional activities.

Much remains to be done before the book and service deficit of Texas public libraries is overcome. However, passage of the Texas Library Systems Act by the Sixty-first Legislature showed the interest in that body in programs that will overcome that deficit. Appropriation of funds for the construction of a new building to house the Records Management Division demonstrated support for that division's work. The responsible attitude of the state's librarians toward federal Library Services and Construction Act funds has meant that this money has been spent wisely.

As the thirty-first biennium drew to a close, Texas State Library staff members were looking ahead to the next year's work. This report thus represents a report on progress made.

The Library Systems Act

The State Library System with the short title of Library Systems Act was passed by the 61st Texas Legislature, Regular Session, on March 20, 1969, and became effective September 2, 1969. Funds for planning purposes were provided in the General Appropriation Bill for state fiscal 1970 and 1971. The goal of the program is the establishment, operation, and financing of a state library system consisting of a network of interrelated cooperating library systems designed to provide adequate library facilities and services to the citizens of Texas.

This Act was in effect only the last year of the biennium. During State fiscal 1970 major program planning for future implementation has been completed. A director for the program was appointed with a major responsibility to gather data and perform necessary research directed toward the establishment of a statewide library system. As indicated in the Act, a state advisory board of five librarians was appointed to advise the Texas Library and Historical Commission on policy to be followed in applying provisions of the Act. Mrs. Marie Shultz was appointed program director in September, 1969. Members of the first Advisory Board for the Act included Marie Haney of Abilene, Dr. Edward Holley of Houston, Wyman Jones of Fort Worth, Mrs. Thelma Phillips of Fredericksburg, and Heartsill Young of Austin.

From February to September, 1970, the state Advisory Board for the Act held three meetings in Austin and met with Texas Library Association members in Amarillo on April 10, 1970. The open meeting at the Texas Library Association conference in Amarillo for review of the proposed rules and regulations for the Act afforded members of the library profession an opportunity to express their views on the work of the Advisory Board.

Rules and regulations governing eligibility for library membership in the State Library System and for grants-in-aid were formulated by the Advisory Board and adopted by the Library and Historical Commission on September 6, 1970. When implemented, the Act will create several major library resource systems that will collectively constitute the State Library System. Each Major Resource System will consist of a group of public libraries interrelated by contract to improve library service and to make their resources accessible to all residents of the area which they collectively serve. A six-member lay advisory council will be elected by each Major Resource System to serve as liaison between the member libraries, their governing bodies, and library boards. An annual cooperative plan of library service will be formulated by each Major Resource System for submission to the State librarian. These annual plans will include contractual agreements with all types of li-

braries to encourage total access to all types of informational resources and the cooperation of all information networks.

As part of the year-long planning program, the program director attended various meetings throughout the state to describe the legislation and the potential for improved library program development under its provisions.

The four types of grants permitted under the Act include system operation grants, incentive grants, establishment grants, and equalization grants. The approved rules and regulations require that a formula be devised by which eligibility for equalization grants could be determined by the State Library. With good interagency cooperation from the Governor's office and the Texas Education Agency, the formula for use when funds become available was determined.

The state agency and Texas members of the library profession have cooperated in the design of a state level program for the systemization and improvement of libraries and now await favorable action from the Legislature to fund the grant program.

Services to State Government

During the biennium the State Library continued to provide a number of special services for state government and local communities.

The director and librarian of the Texas State Library serves as chairman of the Records Preservation Committee, a group whose work is more fully described in the report of the Records Management Division. In addition, he serves as a member of the Texas Travel Trails committee. During the past biennium, the director, the director of the Reference Division, and personnel from the Information Section worked closely with the Governor's Interagency Council on Drug Abuse, working particularly on a publication entitled *Guidelines for Community Action on Drug Abuse* and on the preparation of bibliographical information for that publication and for the report of the Research Task Force.

The director also served on the Advisory Committee on Community Service and Continuing Education, Coordinating Board Texas College and University System.

The assistant state librarian represented the agency in several capacities, including representation on the Governor's Interagency Committee on Economic Development; this committee submits and reviews plans, programs, and priorities for the Texas Office of Economic Opportunity. In July, 1969, the Governor established the Office of Model Cities Coordinator within the Governor's Office, Division of the State-Local Relations. The assistant state librarian represented the library on the State Agency Liaison Committee for Model Cities; in that capacity he worked with state Model Cities staff, with local officials, and local Model Cities directors and staffs in suggesting, pre-

paring, and reviewing public library components for the Model Cities Comprehensive Plans in the eight communities selected to receive Model Cities funding in Texas. In January, 1969, the assistant state librarian represented the State Library in a Seminar Series on Public Libraries sponsored by the Community Services Program of Austin College in Sherman, Texas.

The State Library has also assisted other state agencies concerned with agency library needs. During this period the assistant state librarian consulted on the library floor plan arrangement for the Water Development Board Library, and in May, 1970, completed a study—initiated at the request of the State Supreme Court—of the State Supreme Court Library with recommendations regarding personnel, personnel classification, and reorganization of the library.

Public Library Construction

Since 1965, when the Title II Construction Program was added to the federal Library Services and Construction Act as a program administered by the Texas State Library, eighty-three new or remodeled public library buildings have been completed or begun with partial matching Title II funds.

Forty-four of these construction projects—over one-half of them—have been authorized for funding during this biennium. The program is directed by the assistant state librarian, who is responsible for coordinating the review, approval, planning, and implementation of the construction projects. Through interagency contract agreements, the State Building Commission assists the State Library in conducting the program by furnishing review and supervisory architectural and engineering services for all Title II projects approved.

Sixty-four Texas cities or public library systems have participated in the program resulting in new branch libraries and new central library buildings across the state. Program priority is given to communities without library service and to communities without adequate library facilities for service, and the Title II funds provide an incentive for local funds and support. The total cost of the eighty-three construction projects completed or approved through this biennium is $17.6 million; funds from local governments or private sources accounted for 62.7 percent of this amount.

To aid librarians, library trustees, city and county officials, architects, and others interested in planning public library buildings, the Texas State Library conducted three Building Institutes during 1968-70 designed to review all of the planning phases involved in planning, designing and constructing a new or remodeled library building. One of the institutes was designed to focus on the planning of large, central public library buildings for major cities and regional library systems. Approximately 250 persons attended these three institutes, and the State Library has continued to receive requests for repeating the institutes in the future.

Administrative Division

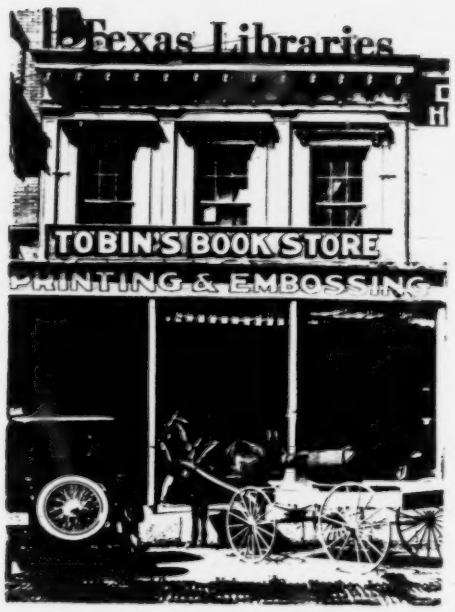
A reorganization and reassignment of job duties in the Administrative Division was accomplished in September, 1969. The major responsibility areas of this division are to provide services to all other library divisions and to maintain agency accountability for funds, supplies, equipment, and personnel. After enactment of the Library Systems Act in 1969, the program director was assigned to the division.

Services to Library Divisions

During the biennium, 168 new employes and 169 terminations were processed through the personnel office. There were also 120 payroll changes which included promotions, demotions, time status changes, and salary adjustments. The State Library has an employe evaluation system, and these evaluations are a determining factor in awarding merit salary increases when funds are available. There were 61 merit increases awarded during the first year of the biennium. No funds were available during the second year for merit salary increases. The personnel office also processed 738 applications for positions during this two-year period, in addition to those applicants who were employed.

The purchasing office processed 681 purchase requisitions for goods and services during the biennium. This office also processed the invoices for payment of these goods and services as well as invoices for the 2,827 orders for books and publications purchased through the Technical Services Division.

During the 1968-70 biennium changes were instituted in the management and operation of the Printing Section in an attempt to increase productivity and decrease operating expenses. The result was a 62 percent increase in the volume of printing impressions made during the second year of this biennium as opposed to the first, while the total man hours required to perform the work was decreased by 10 percent from the previous year. Large volume jobs such as the *Texas Public Library Statistics,* the *Special Libraries Directory,* and other statistical reports compiled by the library are now being produced in-house.



TEXAS LIBRARIES *is published quarterly by the Texas State Library. Additional information on many of the topics discussed in this report may be found in issues of the publication that appeared during the biennium.*

Data Processing Services

Work of the Data Processing Section was expanded during the 1968-70 biennium to satisfy some of the data processing needs of the Field Services, Reference, and Archives divisions. Additional processes for the Administrative and Technical Services divisions were performed without an increase in personnel or equipment within the section. The total increase in machine-hours operated was 74.7 percent over the previous biennium. Over 200 hours of computer time were used outside the library, and all computer programs were written by Administrative Division personnel. At the end of the biennium a pilot project was underway to develop the methods and programs by which to index, on keywords, the U. S. Government Documents that are maintained by the Reference Division.

Office Services

The Administrative Division provides mail, communication, and transportation services for the library and serves as liasion between all library divisions and the State Board of Control.

Accountability

This division has maintained an accounting system for a budget of over $6.5 million for the biennium. Accountability of supplies and equipment is maintained through periodic reports provided by the Data Processing Section. The fiscal officer maintains all records pertaining to cash payments made to cities and counties in Texas under Title I and Title II Library Services and Construction Act grants. There were 949 such cash payments made during the biennium.

Expenditures
General Revenue Fund

	Fiscal Year 1969	1970
Personnel Services		
Per Diem—Commissioners	$ 160	$ 220
Director and Librarian	15,500	17,500
Assistant State Librarian	12,500	14,000
Director, Legislative Reference Library	12,000	
Program Director, Library Systems Act		12,975
Classified Salaries	256,991	291,224
Seasonal Help	13,704	7,880
Subtotal, Personnel Services	$310,855	$343,799
Operating Expenses		
Printing and Office Supplies	$ 3,208	$ 3,280
Gasoline, Oil, Grease	254	207
Other Supplies and Materials	10,143	13,291
Postage	8,320	9,220
Utilities, Telephone, Telegraph	9,414	8,061
Transportation of Things	998	51
Repairs	855	972
Travel	4,392	6,129
Rents	16,909	19,000
Surety Bond Premium		281
Other Operating Expense	9,863	10,244
Binding	428	368
Microfilm	4,312	7,381
Capital Outlay	21,738	5,081
Books and Publications	32,467	24,272
Restoration of Relics	1,500	1,500
Compilation of Messages of Presidents and Governors	3,000	3,000
Pictorally Recording Current Events		3,641
Subtotal, Operating Expenses	$127,801	$115,979
Total, General Revenue	**$438,656**	**$459,778**

Summary of Appropriations, Expenditures, and Balances

Year Ended August 31, 1969

Item	Appropriation	Other Revenue	Expended	Encumbered	Unexpended 8/31/69
Salaries	$ 308,728.00		$ 296,991.45		$ 11,736.55
Seasonal Help & Per Diem	14,300.00		11,807.92	$ 2,055.58	2,492.08
Travel	4,700.00		3,919.57		780.43
Consumable Supplies and Operating Expenses	63,683.00	$ 3,309.17	55,497.35	9,207.05	11,494.82
Capital Outlay	3,900.00	788.06			
		U.B. 18,081.07	1,818.94	19,918.93	20,950.19
Books and Publication	32,518.00		28,577.63	3,604.90	3,940.37
Compilation of Governors' Messages	3,000.00			3,000.00	3,000.00
Restoration/Conservation Relics	1,500.00			1,500.00	1,500.00
Gifts and Donations		165.00			
		U.B. 164.55	208.07	77.50	121.48
Total	**$ 432,329.00**	**$ 22,507.85**	**$ 398,820.93**	**$ 39,836.55**	**$ 56,015.92**
Special Funds	$2,977,344.00	$808,037.63	$1,654,257.42	$1,799,637.71	$2,131,124.21

Summary of Appropriations, Expenditures, and Balances
Year Ended August 31, 1970

Item	Appropriation	Other Revenue	Expended	Encumbered	Unexpended Balance 8/31/70
Salaries	$ 349,122.00	$	$ 335,704.83	$	$ 13,417.17
Seasonal Help & Per Diem	9,000.00		7,681.13	421.80	1,318.87
Travel	7,385.00		6,131.65	352.33	1,253.35
Consumable Supplies and Operating Expenses	75,531.00	3,404.01	64,497.41	6,539.34	14,437.60
Capital Outlay	5,385.00	145.23	4,364.19	718.00	1,166.04
Books and Publications	23,948.00	10.06	18,716.35	4,956.35	5,241.71
Compilation of Messages	3,000.00		1,325.00	1,675.00	1,675.00
Restoration/Conservation Relics	1,500.00		200.00	1,400.25	1,425.00
Moving Cost—Records	41,200.00				41,200.00
Recording Pictorially Current Events	25,000.00		3,641.74		21,358.26
Gifts and Donations		629.48	607.78		21.70
Total	**$ 541,071.00**	**$ 4,188.78**	**$ 442,870.08**	**$ 16,063.07**	**$102,514.70**
Special Funds	$2,592,743.00	($696,531.00)	$1,163,960.98	$426,607.08	$732,251.02

Expenditures
Federal Public Library Fund 118

	Fiscal Year 1969	1970
Title I—Library Services		
Classified Salaries	$ 293,943	$ 283,380
Professional Fees	14,085	2,456
Seasonal Help	9,829	7,640
OASI and Retirement Matching	28,386	27,320
Printing and Office Supplies	19,567	13,460
Other Supplies and Materials	10,365	2,988
Telephone, Telegraph	800	539
Transportation of Things	433	311
Repairs	139	108
Travel	17,322	17,951
Rents	13,520	10,007
Other Operating Expense	4,739	1,838
Binding	231	113
Books and Publications	121,282	52,743
Grants to Cities and Counties	1,185,000	1,027,394
Equipment and Furniture	5,833	12,301
Subtotal, Title I	$1,725,474	$1,460,549
Title II—Library Construction		
Professional Fees	$ 15,200	$ 14,856
Travel	1,794	2,293
Grants to Cities and Counties	1,602,712	
Other Expense	211	466
Subtotal, Title II	$1,619,917	$ 17,615
Title III—Interlibrary Cooperation		
Professional Fees	$ 29,792	$ 20,144
Printing and Office Supplies	519	67
Telephone, Telegraph	17,895	27,600
Travel	275	670
Subtotal, Title III	$ 48,481	$ 48,481
Title IVA—Institutional Library Service		
Printing and Office Supplies	$ 650	$
Audiovisual Materials	6,392	13,149
Books and Publications	32,120	26,360
Other Expense	225	
Subtotal, Title IVA	$ 39,387	$ 39,509
Title IVB—Library Service to the Physically Handicapped		
Printing and Office Supplies	$ 122	$
Other Supplies and Materials	2,505	3,285
Travel Expense	514	381
Books and Publications	22,553	22,071
Other Expense	43	
Subtotal, Title IVB	$ 25,737	$ 25,737
Total, Fund 118	**$3,458,996**	**$1,591,891**

Archives Division

The effort to devote the full attention of the Archives Division to processing materials already in its custody has continued. A program was initiated during the last biennium to identify, arrange, and properly describe all materials in the division so that they could be made readily available to researchers. Two publications have been produced from this description program: in 1969 the *Samuel Bell Maxey Papers: An Inventory* was published by the division; in August, 1970, the *Calendar of the Claude Elliott Collection, 1821-1937,* was sent to the printer. Other finding aids will be published as the description program progresses. In addition, division personnel assisted in the preparation of a Texas State Library publication, edited by former Governor Price Daniel, to be entitled *Messages of the Presidents and Governors of Texas.*

During the biennium the division was reorganized. Under the new organization the former Reference and Processing sections have been replaced by a Records Section and a Manuscripts Section. The former is concerned with the official archives of the state — those non-current state records which have been preserved for their historical value. This section is responsible for both reference and processing of state records. The latter is concerned with non-state records—historical manuscripts, newspapers, the Texana book collection, microfilm, photographs, broadsides, and maps. This section is responsible for both reference and processing of all non-state records. Thus each archivist is responsible for all aspects of work with the materials he knows best.

In addition to their work in processing, Archives Division staff members are also charged with the responsibility of helping both those patrons who come in person and those who make inquiries by mail or telephone. During the biennium this work record showed the following:

Visitors	10,285
Mail Inquiries	6,004

The division also accessioned 269 donations, purchases, and transfers during the biennium.

The program to identify, arrange, and describe materials in the division so that they can be made readily available to researchers con-

sists of three phases. The first, a shelf list of all material housed in the division, was completed during the last biennium. The second phase is a detailed examination and description of selected records groups. Work has commenced, and progress is being made on arranging and describing the records of the Adjutant General, Secretary of State, and Comptroller. The third stage will be the preparation of finding aids for the record series as their identification and arrangement makes this possible. Series which have been given attention are the Secretary of State's Correspondence, Confederate Pension Applications, Bonds and Oaths, and Memorials and Petitions. An attempt is being made to restore, so far as possible, the integrity of files which have been broken up, particularly when records have been placed in manuscript collections.

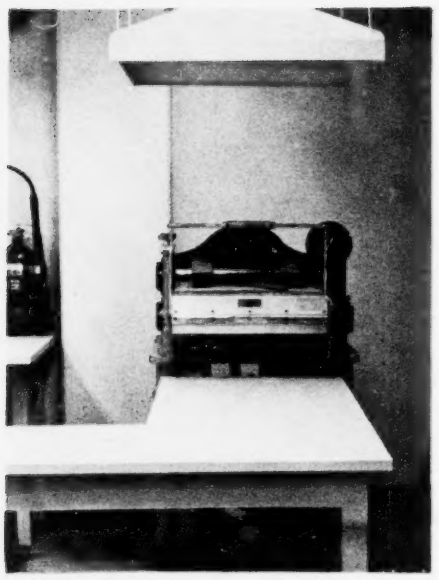
A series which has very high reference use is the Comptroller's Confederate Pension Applications. During the biennium each of the nearly 50,000 applications was checked, and the applicant's name, application number, county, and registration book number were recorded on a three by five inch card. This information was then keypunched onto tabulating cards and is now ready to be written on magnetic disks for computer processing. Nearly 50,000 names of applicants will be in alphabetical arrangement, with county of residence, application number, and registration book number, together with miscellaneous information such as notation of missing pension applications, duplicate applications, etc. The initial estimated completion date for this project was 1975; by utilizing data processing procedures the project has been completed four or five years earlier than originally anticipated, with a much higher degree of accuracy.

Manuscripts Section

The processing of historical manuscripts, suspended until near the close of the biennium because of other work, has been resumed and has proceeded satisfactorily. Approximately two-thirds of the historical manuscripts have been processed. By the end of August, 1970, 276 collections (approximately 150,000 documents, comprising 126 linear feet) have been processed. The papers have been arranged and placed in acid-free folders and document boxes, a data sheet on the nature and scope of contents has been prepared for each collection processed, and approximately 2,400 cards have been prepared for the manuscripts catalog.

During the second half of the biennium a complete inventory was made of the newspaper collection. Both original and microfilm copies of newspapers were inventoried so that the division now has good control of this collection.

The Technical Services Division has assisted in work on the Texana book collection, and the card catalog is being revised. The division's



Laminating Equipment

microfilm collection of federal population censuses is now complete, giving the State Archives a complete file of such census for all states from 1790 to 1890 (the last census which has been released by the government). Also during the second half of the biennium, an inventory of the map collection was made and a number of new maps accessioned. Processing of the broadsides collection was initiated.

The processing of the still photograph collection was also undertaken. A study was made of retrieval systems in various depositories. The division adapted the system used by the Library of Congress but with modifications, making the division's system particularly well suited to production ultimately of subject lists with data-processing equipment.

All manuscript collections were searched for photographs for inclusion in the project; following normal archival practice, collections were kept intact. The still photograph collection, by the end of the biennium, had been almost completely processed, with 12,300 photographs in 421 collections having been cataloged.

Restoration Section

After several years of planning, the division's restoration laboratory began operation in April, 1970, with a staff of two. It has been estimated that at least one-third of the documents in the State Archives need immediate restoration by deacidification and lamination. The Adjutant General's records were chosen as the first major collection to be restored (though other records have also received attention), and work has progressed satisfactorily. From April through August, 1970, 9,465 documents were restored.

Texas Documents Section

One copy of each document received in quantity is distributed automatically to the forty-one official depository libraries in Texas, the Library of Congress, nine libraries of unofficial designation in Texas, and twenty out-of-state libraries participating in the "Gift and Exchange" of state documents. Sixty-five libraries located throughout the United States, the British Museum, and three Canadian libraries are furnished Texas documents on a gift and exchange basis. Seventy-five libraries in Texas, several state agencies, state officials, and individuals in Texas colleges are furnished copies by request.

Two public libraries and two university libraries recently designated as official depository libraries for Texas documents bring the total to forty-one located throughout Texas. Two out-of-state libraries participating in the gift and exchange of documents requested to be taken off the automatic shipping list and allowed to select only specified documents. The program has continued to operate with the documents librarian and half-time clerk even though there has been a gradual increase in the number of documents received and distributed. The preparation of shipping labels with data-processing equipment has saved much time and labor.

A total of 12 monthly, 6 bimonthly, 75 annual, 12 biennial, and 519 special reports were received for distribution in quantities varying from 50 to 250 copies each. Documents received for distribution total approximately 115,000, of which 96,000 were transmitted to libraries, leaving the balance as surplus. There were 890 titles furnished in quantities of one to eight copies (estimated to be about 5,000 documents) which were placed in the files of the Texas State Library and the Legislative Reference Library. Approximately 6,500 shipping containers were prepared for mailing about 96,000 documents during the biennium. Some 1,200 pieces of correspondence were required in the operation of collecting and distributing these materials in addition to numerous telephone calls to the suppliers of State documents.

The Texas State Library is required by law to compile a checklist each month of all Texas documents reported to the Texas Documents Section and to reproduce and distribute the list to the depository libraries and any others who may desire it. Twenty-four issues of the *Texas State Documents Checklist* were compiled and 600 copies of each reproduced for distribution. The 69 libraries that are on the automatic shipping list received one or more copies with shipment of documents at the close of each month. Likewise, 75 libraries in Texas and 38 libraries in the other states and in other nations were automatically furnished a copy of each issue. Ninety-eight state agencies, state officials, and departments received a copy of each list.

Division for the Blind and Physically Handicapped

Library service is coming to be recognized more and more as a significant factor in assisting the handicapped individual to deal successfully with the demands of everyday living. This changing concept was well expressed in 1966 when federal legislation opened the program which for thirty-five years had been restricted to the legally blind to include all persons who—because of a physical handicap—are unable to read conventional printed material. In addition to the blind, these include the partially sighted, persons who have lost both arms or the use of them, those in iron lungs or other respiratory devices, and other persons with neurological conditions—such as cerebral palsy, multiple sclerosis, muscular dystrophy, and Parkinson's disease—who cannot handle or read ordinary books, magazines, or newspapers.

Because little effort has ever been made to collect statistics on the various kinds of handicaps and because many handicapped individuals do not report their condition, only a rough estimate is available as to the number of persons in Texas actually eligible for this library service. Based on national statistics, however, it is believed that 110,000 such persons are living in this state. As compared with the estimated 25,000 legally blind Texans who could qualify for the service previously, this new estimate forced a drastic change in perspective by this division.

The administration of the expanded program, jointly sponsored by the Library of Congress and the Department of Health, Education and Welfare, left each state more or less on its own to develop methods and techniques for coping with the challenge of serving the vastly increased clientele. Because this action on the part of the federal government was so greatly needed and long overdue, the added responsibilities were gladly accepted by the division.

Effective implementation of this legislation has been the concern of the present biennium. With the framework already in existence, the logical procedure seemed to be to strengthen and extend the reading program originally intended for the legally blind.

The first major objective was to increase public awareness of the existing program. Although it had been in operation in Texas since 1931, thousands of persons eligible to receive its benefits were still unaware of its existence. To acquaint Texans with the special library

materials and services, the Texas State Library prepared and circulated ten traveling exhibits, each consisting of a four-panel display constructed around the theme, "To Re-create Our Written Heritage," and featuring all media included in the program: books recorded on discs and magnetic tape, braille books, large print books as well as record players and reading aids such as illuminated magnifiers, prism glasses, reading stands, page turners, and earphones. All larger libraries throughout the state have cooperated in handling the exhibit, each for a two-week period.

Informative brochures and newspaper articles regarding the service have focused public attention on its availability. State radio and television networks have made an inestimable contribution by featuring at frequent intervals spot announcements describing the services of this Regional Library.

Staff members of this division have participated in workshops, staffed exhibits at conferences, and visited hospitals, senior centers, nursing and retirement homes, special schools, and other institutions and agencies serving persons who qualify as patrons of the library service. The information program is one reason the division now receives an average of three new applications per day for its services.

The following biennial reader-circulation statistics compiled from annual reports to the Library of Congress reveal the growth of the division from 1960 to 1970.

Readers	1960-1962	1964	1966	1968	1970
Talking Book (Blind)	2,083	2,881	3,812	5,975	7,721
Talking Book (PH)				593	2,561
Braille	124	343	439	470	595
Open Reel Tape (Blind)				507	438
Open Reel Tape (PH)				26	92
Cassette Tape (Blind)					397
Cassette Tape (PH)					15
Large Print				160	640
Total	**2,207**	**3,224**	**4,251**	**7,731**	**12,459**
Circulation					
Talking Book	101,401	153,325	246,687	300,788	369,936
Braille	8,139	21,138	43,627	55,597	62,668
Open Reel Tape				533	8,655
Cassette Tape					941
Large Print				1,917	12,029
Total	**109,540**	**174,463**	**290,314**	**363,725**	**454,229**

Deposit Collections

Decentralization of Materials

The most concentrated effort toward strengthening and extending the existing program has been further decentralization of materials. In addition to an expressed desire from many local libraries to have a role in service to the handicapped, requests for deposit collections have come from hospitals, schools, lighthouses for the blind, rehabilitation centers, and other related agencies in strategic locations throughout the state, thereby providing services directly for handicapped readers in their immediate areas, all directed and coordinated by the State Library. During the present biennium 7,385 volumes were sent for further circulation by the deposit centers. Readership activity reports from these centers indicate that 3,333 individuals are receiving the benefits of the decentralized services.

Federal Library Service and Construction Act Title IV-B funds have made it possible for reading aids and devices to be purchased and placed in circulation as follows:

Reading Aids

	Purchased	In Circulation
Page Turners	6	6
Reading Stands	18	7
Prism Glasses	24	11
Illuminated Magnifiers	150	85
Earphones		51

It has been a matter of great satisfaction that the book collections have been expanded and upgraded in equal proportion to the increase in patrons. Not only were more titles added to the collections than had been added in any previous biennium, but also the collections have become more diversified. Special emphasis has been given to certain fields in order to meet special needs of this large group of Texans for whom this service has made it possible to participate in the world of reading. Six new Talking Books magazines are now being circulated, along with seven new Braille periodicals. Many new titles have been provided for the Spanish-speaking population. The Large Print collection now numbers almost 2,000 titles.

The three-speed record players essential to the Talking Book program, provided by the Library of Congress and distributed by the State Commission for the Blind, have been sufficiently available throughout the biennium without the necessity of a waiting list at any time.

Technical innovations in the machines, such as the position and design of knobs and switches; incorporation of a solid-state amplifier: accessories, including earphones and speed and remote control devices, have all served to make them easier to operate. The new recording speed, 8 1/3 rpm, permits up to twice as much reading time per record.

Although still somewhat in the experimental stage, the new reading medium, cassette tape recording, is showing considerable promise that it will soon become a dynamic factor in library services for the blind

and physically handicapped. From the standpoint of both convenience and conservation of storage space, the compact, lightweight cartridge-type portable reading form has definite advantages over earlier recording methods.

Evidence of Need

There is much evidence that this segment of the State Library is meeting a real need in the lives of blind and physically handicapped Texans. As the great majority of the users of the service cannot visit the library in person as sighted, normal library patrons do, daily handling of the mail becomes a major factor in the operation. The dozens of letters and telephone messages each day are a constant reminder that library service to the handicapped holds a place of high priority in their lives.

Further evidence of the significance of the service to its users is indicated through numerous memorial gifts to the division by friends and relatives of patrons. Gifts during the 1968-1970 biennium reached a total of $620.50. This gesture on the part of interested individuals enabled the library to make a substantial supplement to the collections by the purchase of additional copies of titles in greatest demand.

Understandably, the forced expansion of services to be provided by this division as required by the 1966 legislative action has made stringent demands on Texas State Library in terms of additional staff and space requirements. A coordinator for Title IV-B services was appointed to the State Library staff, along with clerical personnel needed to carry out the greatly enlarged role of the State Library. In July, 1969, as the result of a careful appraisal of the situation, an additional allotment of approximately 3,000 linear feet of shelf space was transferred to the work and storage area assigned to this division, thus providing temporary relief from the crowded conditions.

Now, one year later, in spite of periodic "weeding" of materials and the efforts of staff members to utilize space to the best advantage, the constant influx of books and materials to meet the needs of the division's clientele has absorbed the additional space that was allotted in 1969.

Since it is recognized that library service for all persons, including the handicapped, is a function and responsibility of government, the services provided must be of equal quality for all groups. Serious consideration must be given to the fact that the specialized services required to meet the particular needs of the handicapped are known to cost five to seven times as much as equal services for non-handicapped persons. Financial planning and distribution of resources must, therefore, be based on need rather than cost per capita for the patrons of this division.

Field Services Division

The Field Services Division has three major responsibilities: assisting public library development, improving communication and cooperation among all types of libraries, and stimulating improvement of library services to state eleemosynary institutions.

To fulfill these responsibilities, the division provides consultant services to individual libraries and their governing boards, conducts and sponsors institutes and workshops, and carries out a publications program.

The impetus for much of this activity has been Titles I, III, and IVA of the federal Library Services and Construction Act. Title I deals with services and materials in public libraries; Title III, with communication and cooperation among public, academic, school, and special libraries; Title IVA, with libraries for residents in state-supported schools, hospitals, and correctional institutions.

Staff members maintain close contact with the Texas Library Association's Library Development Committee and with staff members of the Texas Education Agency's divisions that are concerned with library development. Each year the Texas State Plan is submitted to the Department of Health, Education and Welfare in order to qualify for the federal LSCA funds.

Programs carried out under LSCA funds fall into three titles, and each title is also divided into projects.

Title I

Project 1 strengthens the State Library's ability to carry out the objectives of the Texas State Plan for use of LSCA funds. Personnel, equipment, and materials were added to Administrative, Blind and Physically Handicapped, Reference, and Technical Services divisions to supplement state support.

Project 2 funds are used for the operation of activities under all programs of the Field Services Division.

Field consultants made 619 visits to local libraries in 1969 and 599 in 1970. These included consultations with librarians, boards of trustees, and local officials. The consultants met in Austin once each month to plan and coordinate activities.

Working with groups of librarians and board members, the consultants conducted workshops and aided in planning and coordinating three-day institutes for the staffs of small libraries. In 1969 and 1970 topics for these institutes included reference work, cataloging, book selection, collection building, and attracting the non-user. In addition the division cooperated in two building institutes held by the Texas State Library under Title II LSCA.

Other direct services to librarians were carried out by the Professional Librarianship Collection, which includes books, periodicals, and pamphlets on all phases of work in and for libraries. In addition to their use by the staff of the Texas State Library, these materials are also available for use by librarians in the state.

	1969	1970
Reference Questions	331	267
Research	75	47
Leaflets on Library Problems	987	

To acquaint librarians with these materials, four exhibits were arranged at library meetings.

An additional service for librarians is the distribution of *The Small Public Library,* a set of guides for small libraries that are given to developing libraries. These guides are supplemented by current materials on specific problems in leaflet form that are acquired or produced by the professional staff. "Local History Collection and Services in a Small Public Library," produced by Dr Sam A. Suhler for this project, has been picked

by the American Library Association for publication in its Small Library Publication Project.

Another area of service is the encouragement of summer reading programs through the Texas Reading Club. Materials to coordinate these programs were sent as indicated below.

	1969	1970
Libraries Participating	291	356
Children Enrolled	59,023	69,941
Certificates Given	33,088	46,202

The Extension Loan Collection, which includes books purchased and exhibit collections from publishers, is used for rotating collections to libraries not yet able to qualify for LSCA grants. Small libraries can qualify for loans with simple criteria. In 1969 loans totaled 25,665 books to 102 libraries; and in 1970, 23,050 books went to 90 libraries. A special children's collection of 2,072 books was given to the University of Houston Library for use by classes in children's literature.

The publications program of the division also is conducted under Project 2. Facts about public libraries are gathered yearly from annual reports collected by the division. These are correlated and published in *Texas Public Library Statistics.* This directory analyzes use and serves as a general information directory of head librarians, hours, and addresses. Circulation was 1,618 in 1969 and 1,355 in 1970.

A supplement to this publication, *Texas Public Library Boards,* listed members of all library boards and the chairman of each Friends of the Library group.

The *Texas Special Libraries Directory* is published biennially with the aid of the Texas Chapter, Special Libraries Association. This was distributed to 1,117 persons.

Two special studies were conducted under LSCA Title I grants: *Cooperative Services for Big Country Libraries,* by Dorothy Sinclair, a survey of the Abilene Major Resource Center area, was distributed to state libraries, Texas library schools, and Major Resource Center libraries. *LARA* (Library Analysis of a Regional Area) was produced by Arthur D. Little Company for the Dallas Major Resource Center area. Copies were made available to professional staff of the Texas State Library and—through the State Library's Professional Collection—to other librarians.

Grants to qualifying public libraries are made under Project 3. Increased local tax support is among the criteria developed by the Texas State Library under the State Plan approved by the Department of Health, Education and Welfare. In every case the grant was for books, microfilm, and binding except for the ten Major Resource Centers. Receiving larger grants, they were required to spend 20 percent of the federal funds in

service to libraries assigned to them in their Major Resource Center area. They held workshops, purchased reference books for small libraries, and published area-wide newsletters.

In 1969 a total of 124 qualifying libraries received $1,222,000. In 1970, a total of 146 libraries met the criteria and received $1,013,024.

Project 4 is a special grant program to test innovative pilot programs. In 1969 the following were funded:

Austin Public Library purchased paperbooks to be circulated through washaterias.

El Paso Library acquired special collections for small libraries.

Fort Worth Public Library concluded its Centralized Processing Center for the area.

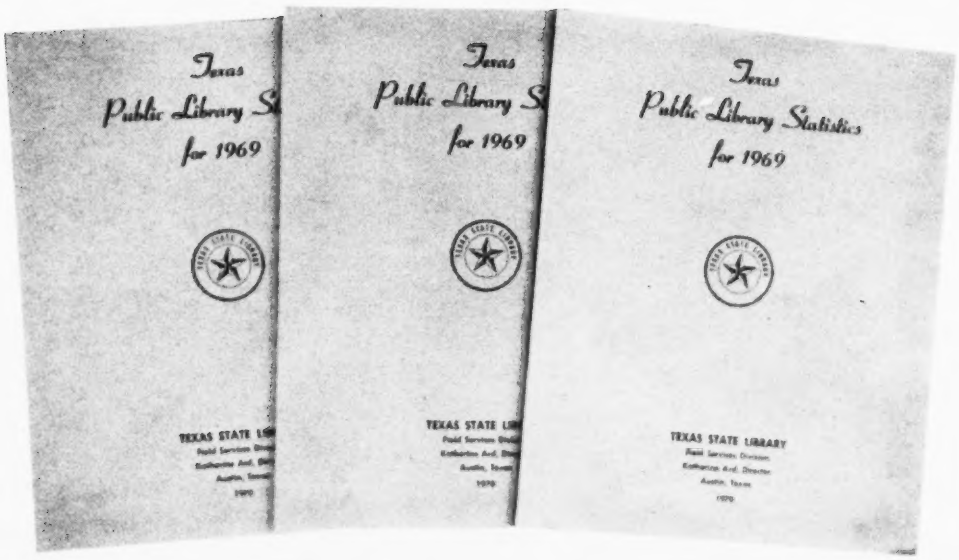
The Texas Library Association Reference Roundtable held a reference seminar prior to the association's annual conference.

In 1970 the McAllen Public Library carried out a bilingual program for service to the Mexican American population.

Title III

Title III of LSCA encourages communication and cooperation among all types of libraries. Representatives of varied kinds of libraries are members of the advisory council that works with the staff to plan for accomplishing this purpose.

The Texas State Library Communications Network gives patrons of all libraries—no matter how small—access to resources of larger public and



academic collections. During the biennium the network has been evaluated in separate segments of time to show progress. After the second evaluation a network consultant was employed to expedite cooperation. Two conferences were held with Telex operators, and a conference included both members of the Title III Advisory Council and Major Resource Center directors.

Contracts for special projects were made under Project 2.

The Industrial Information Service prepared a plan for communication patterns.

The Regional Information Communication Exchange set up a pilot program of referrals from public to academic libraries and prepared a cooperative computer printout of holdings on oceanography in fifteen public, academic, school, and special libraries.

Texas Christian University prepared a union list of newspapers held by libraries in the Dallas-Fort Worth area. In a joint effort with the Texas Library Association Reference Roundtable and the Interuniversity Council, TCU produced a directory of informational networks.

Title IVA

The only title of LSCA administered by the Field Services Division that does not deal directly with public libraries is Title IVA. Its purpose is to upgrade library service to residents of state eleemosynary institutions. The institutional consultant visited all such institutions in the state. Grants of funds in 1969 totaled $7,701 each for five institutions. In 1970 there were grants to seven institutions of $5,644. Upgrading of staff in one institution has been noted. A total of 1,843 copies of the brochure *Emerging Institutional Libraries* was produced by the special consultant.

Records Management Division

Considerable staff time has been devoted to planning for the proposed new Record Storage Center facility tentatively scheduled for completion in late 1971.

The Second Called Session of the 61st Legislature appropriated funds for the facility to be built on available property owned by the State of Texas. Authorization for the facility was contained in the State Building Commission Budget under Item 19: "For a Records Center Building, including shelving, to be planned and constructed in consultation with the Records Preservation Advisory Committee; $850,000 U.B."

In December, 1969, the State Building Commission transferred to the Texas State Library a 20-acre building site located on Shoal Creek Boulevard between 42nd and 45th streets for the new facility. A detailed building program outlining the Records Storage Center was prepared by the Texas State Library; the program called for an initial building of 60,000 square feet. In September, 1969, the State Building Commission employed the architectural firm of Kuehne & Turley of Austin to begin work on the building.

In March, 1970, representatives of the State Building Commission and the Texas State Library met with the project architect in Washington, D.C., with staff members of the National Archives and Records Service for a conducted tour of the Suitland Records Center to analyze the equipment and methodology for handling federal records.

Preliminary meetings on the proposed project indicated the need for additional pre-planning information with regard to a detailed analysis of the shelving and equipment required for initial and future installation in the proposed new center. In April, 1970, the State Building Commission approved a request from the Texas State Library for a Project Analysis and awarded the contract for same to Kuehne & Turley, Architects, of Austin. Essentially, the contract called for an analysis of the present and future records center to include recommended performance specifications for metal shelving and accessories including retrieval equipment. The analysis, including necessary drawings and exhibits, was completed in October, 1970.

Subsequent planning meetings to review preliminary plans and cost estimates indicated that the proposed 60,000-square foot building would have to be reduced because of current building costs. Final plans and

estimates call for the construction of a 46,639-square-foot facility; it is estimated that the project will be ready for bids in December, 1970.

Members of the Records Preservation Advisory Committee were informed and consulted on the project at the September, April, and October, 1970, meeting of that committee.

Cost Comparisons

The Records Analysis and other studies related to planning for the new Record Storage Center have produced some illuminating cost comparisons relating to the storage of records in a records center versus storage in state agency office space:

> It is estimated that 70 percent of all state records are maintained in high cost office space and that the estimated cost of equipment and square footage used to store these records is in excess of $3 million. An estimated $2.5 million could be saved annually by storing these records in a low-cost central records center where they can readily be retrieved for future reference.

Approximately four cubic feet of records can be stored for each square foot of records center space compared with approximately one cubic foot for each square foot in agency space. Due to its design, personnel costs to file and retrieve information in a records center are less in comparison with office space in state agencies.

The new records center will include microfilm personnel and a fully-equipped microfilming section for filming, processing, duplicating, and storing "essential state records" which must be microfilmed. This centralized microfilming operation will eliminate the need for the duplication of microfilm personnel and equipment in numerous state agencies.

The Records Management Division continued to serve 27 state agencies during the biennium. Although the staff of 5 full-time and 2 part-time employes remains unchanged, increased demands were made at all levels of operation. For example, records circulation increased by 47 percent, and the number of records processed and microfilmed increased by 64 percent over the previous biennium.

A recent law suit involving the State of Texas and several drug manufacturers resulted in the State's recovery of more than $3 million. The Records Center was called upon to search all the state's drug purchase records for the past 12 years. Over 3,000 pertinent documents were retrieved and turned over to the Attorney General's office.

Verification of prior employment continued to be an important service to employes seeking state retirement and vacation benefits. There were 268 requests for a total of 801 years teacher service and 127 requests for a total of 548 years of state service verified by the division. The total years verified reflects a 20 percent increase over 1966-68.

Summary of Records Division Growth 1968-70

	Cubic Feet
Increase in Boxed Records	6,570
Decrease in Bound Records	2,384
Net Increase—Records Stored	**4,186**
(188% Increase over 1966-68)	

	Number of Requests	Number of Items
Circulation	4,800	38,946
(47% Increase over 1966-68)		

	Number of Documents
Essential Records—Microfilmed	2,400,000
(64% Increase over 1966-68)	

Summary of Circulation by Agency 1968-69

Requested By	Number of Requests	% of Requests	Number of Items	% of Items
Adjutant General's Office	14	.62	14	.07
Auditor's Office	14	.62	75	.37
Barber Examiners, Board of	2	.09	5	.02
Building Commission	20	.89	57	.28
Comptroller of Public Accounts	554	24.72	1,217	5.94
Control, Board of	1	.05	1	.01
Cosmetology, Board of	79	3.53	119	.58
Governor's Office	1	.05	8	.04
Health Department	86	3.84	110	.54
Industrial Accident Board	519	23.16	13,271	64.86
Insurance, State Board of	299	13.34	696	3.40
Labor Statistics, Bureau of	38	1.69	46	.23
Law, C. R. (Tax Records)	24	1.07	206	1.01
Library, Texas State	57	2.54	197	.96
Pardons and Paroles Board of	119	5.31	668	3.27
Parks and Wildlife Department	1	.05	1	.01
Railroad Commission	68	3.03	2,909	14.21
Real Estate Commission	93	4.15	107	.52
Secretary of State	6	.27	6	.02
Securities Board	185	8.26	312	1.53
Treasury Department	58	2.59	431	2.11
Water Rights Commission	3	.13	4	.02
TOTALS	**2,241**	**100.00**	**20,460**	**100.00**

Architect's Drawing of Records Center

Summary of Circulation by Agency 1969-70

Requested By	Number of Requests	% of Requests	Number of Items	% of Items
Adjutant General's Office	101	3.95	146	.79
Auditor's Office	11	.43	322	1.74
Barber Examiners, Board of	1	.03	1	.01
Building Commission	13	.50	51	.27
Comptroller of Public Accounts	742	29.00	2,190	11.85
Control, Board of	1	.03	2	.01
Coordinating Board, Texas College and University System	2	.08	6	.03
Cosmetology, Board of	89	3.48	249	1.35
Health Department	99	3.87	124	.67
Industrial Accident Board	496	19.38	10,144	54.87
Insurance, State Board of	303	11.84	748	4.05
Labor Statistics, Bureau of	37	1.45	46	.25
Law, C. R. (Tax Records)	26	1.02	269	1.46
Library, Texas State	2	.08	7	.03
Pardons and Paroles, Board of	199	7.78	884	4.78
Parks and Wildlife Department	3	.12	5	.03
Railroad Commission	68	2.66	1,105	5.98
Real Estate Commission	119	4.65	135	.73
Secretary of State	27	1.05	50	.27
Securities Board	162	6.33	336	1.82
Treasury Department	58	2.27	1,666	9.01
TOTAL	**2,559**	**100.00**	**18,486**	**100.00**

Summary of Boxed Records Received

Received From	1968-1969 Boxes	1968-1969 Cubic Feet	1969-1970 Boxes	1969-1970 Cubic Feet
Adjutant General's Office			386	401
Attorney General's Department	300	312	50	52
Auditor's Office			165	172
Barber Examiners, Board of	48	50		
Building Commission	5	5	7	7
Comptroller of Public Accounts	1,493	1,513	2,468	2,572
Control, Board of	552	736	815	848
Coordinating Board, Texas College and University System	23	24	22	23
Cosmetology, Board of	45	47	70	73
Governor's Office	16	16		
Health Department	321	295	166	138
Industrial Accident Board	429	466		
Insurance, State Board of	557	571	696	723
Labor Statistics, Bureau of	29	30		
Library, Texas State	19	19	13	13
Medical Examiners, State Board of			2	4
Pardons and Paroles, Board of	167	173	112	116
Parks and Wildlife Department	290	302	302	314
Railroad Commission	122	129	256	269
Real Estate Commission			79	82
Secretary of State	257	268	471	490
Securities Board	257	269	3,593	2,201
Treasury Department	4,554	2,517	350	364
Water Rights Commission	2	2	1	1
Total Received	**9,488**	**7,744**	**10,024**	**8,863**

Summary of Bound Records Received

Received From	1968-1969 Cubic Feet	1969-1970 Cubic Feet
Comptroller of Public Accounts	494	1,828
Cosmetology, Board of		6
Library, Texas State		1
Treasury Department	21	
Water Rights Commission		4
Total Bound Records Received	**515**	**1,839**

Summary of Records Destroyed/Transferred

	1968-1969		1969-1970	
	Boxes	Cubic Feet	Boxes	Cubic Feet
Auditor's Office	19	38	29	58
Comptroller of Public Accounts	505	749	706	901
Control, Board of	2	4	402	799
Cosmetology, Board of			14	14
Health Department	142	179	158	94
Industrial Accident Board	323	336		
Insurance, State Board of	419	534	1,139	1,453
Labor Statistics, Bureau of	3	3		
Legislative Budget Board			10	10
Library, Texas State	1,020	1,326	34	26
Pardons and Paroles, Board of	55	94	35	54
Parks and Wildlife Department	272	283	290	302
Railroad Commission	29	56	83	133
Real Estate Commission			19	20
Secretary of State	195	203	254	264
Treasury Department	2,077	1,163	1,843	925
Water Development Board			10	10
Water Rights Commission	3	3	3	3
Total Boxed Records Destroyed/Transferred	5,064	4,971	5,029	5,066

Bound Records Destroyed/Transferred

	1968-1969	1969-1970
Comptroller of Public Accounts	915	565
Insurance, State Board of	77	42
Library, Texas State	2,954	
Treasury Department	185	
Total Bound Records Destroyed/Transferred	**4,131**	**607**

Reference Division

The Reference Division provides reference assistance and circulating materials for state and federal government agencies, to public libraries through the Texas State Library Communications Network, and to individuals who have no library service in their counties. To provide these services the division selects and maintains a collection of general books, reference works, and bibliographic tools.

The division is in charge of a collection of genealogical materials for the use of family researchers and is responsible for the Federal Documents Section, which makes available depository publications of the Government Printing Office to any borrower.

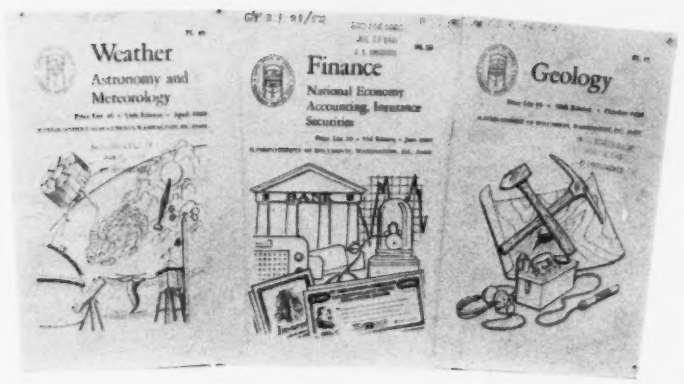
Service To State and Federal Employes

State agencies, including the Governor's Office, the Highway Department, the Parks and Wildlife Department, the Historical Survey Committee, and the Legislative Budget Board, borrowed 23,336 books, 131 pamphlets, and 2,203 periodicals—an increase of about 50 percent over the previous biennium. The volume of reference inquiries also increased as the staff answered 8,504 questions for state and federal agencies.

Services requested determine the scope and nature of the collection. A new materials selection policy was written to more nearly conform with these considerations. State functions, higher education, topics of current interest, and public affairs (including the social sciences, economics, political science, and sociology) are major subject fields in the collection. General books about Texas, Texans, and the Southwest are purchased, as are titles of wide general interest.

If the division is unable to supply specific titles and periodical articles from its collection, materials can be borrowed from other libraries on interlibrary loan. Six hundred interlibrary loan requests for materials for state agencies were handled.

The division played an active role in the work of the Governor's Interagency Council on Drug Abuse. Bibliographies and other information were supplied for the report of the Research Task Force and the Community Action Task Force of this program. In addition, bibliographies were prepared



for the use of the Planning Division of the Governor's Office, the Governor's Committee on the Aged, and the Texas Commission on Law Enforcement Officers Standards and Education.

The Texas State Library Communications Network

The division also serves as a referral center for requests received on the Texas State Library Communications Network, funded by Library Services and Construction Act, Title III. For network purposes, the state is divided into ten Major Resource Center areas. Each area is served by a Major Resource Center library, and within each area, there are Size III and Size II libraries. Size III libraries send their requests to their assigned Size II libraries. These libraries, if they cannot fill the requests, send them to their area Major Resource Center Library, which, in turn, sends unfilled requests by teletype to the Reference Division. Thus, all public libraries of the state have access to the resources of the Reference Division and other Major Resource Center libraries through their assigned libraries. The ten Major Resource Center libraries are the public libraries of Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, and San Antonio.

In December, 1969, the scope of the network was extended by a tie-in with nine university libraries of the Texas Information Exchange: Texas Tech University, Rice University, Texas A & M University, North Texas State University, Southern Methodist University, the University of Houston, Texas Woman's University, Baylor University, and the University of Texas of Austin.

The contract with TIE provides that requests for research purposes that cannot be filled by the Reference Division or the Major Resource Center libraries are sent by Telex to the library of the University of Texas at Austin, which then queries by TWX designated members of the Texas Information Exchange network. The Reference Division thus functions as a switching station, linking the public libraries of the TSLCN with nine academic libraries of TIE.

Much increased interlibrary loan activity necessitated the installation of a

second Telex machine in June, 1970. The additional machine allows messages to be received while others are being sent and has substantially expedited the operation of the network. A network consultant was employed by the Texas State Library in June, 1970, and assigned to the Reference Division effective September 1. It will be his responsibility to plan and coordinate future activities of the Texas State Library Communications Network.

Service to Individuals

The division lends its materials by mail to Texans in the twenty-seven counties which have no public library service. A total of 323 patrons in these counties were served during the biennium.

Genealogy Collection

One of the busiest areas of the State Library continues to be the genealogy collection. A genealogy librarian was on duty for the first time when Mrs. Gray Golden transferred from the Administrative Division to the Reference Division in December, 1968. She assisted family researchers and answered 27,158 genealogy reference questions during the biennium. Local circulation of genealogy books for weekend use amounted to 1,525 books. Those who could not come in person telephoned or sent inquiries by mail. A bibliography entitled *Basic Books for a Genealogy Collection with Emphasis on the Southern States* was prepared for distribution to interested patrons and librarians.

Emphasis in the acquisition of materials was given to the Southern states, particularly Georgia and Mississippi, where the collection lacked depth. The holdings were strengthened by the addition of 229 gift books, donated by individuals and the Austin Genealogical Society. New books were added to the Memorial Library, Texas Society, U.S. Daughters of 1812; the Marian Stuart Price Scruggs Memorial Library; and the collection maintained by the Texas Society of Mayflower Descendents.

Federal Documents Section

In August, 1969, the Federal Documents Section moved to the first floor. The desk for the documents librarian was placed in a conspicuous position in the Reading Room to encourage patrons to use the resources of United States government publications. The move has made the documents collection more accessible and has increased its use by local patrons.

The inventory of map holdings begun in 1968 is still in progress, and all maps available on Texas have been ordered from the U. S. Geological Survey. The section now holds a complete collection of Texas maps.

Although the Documents Expediting Project was cancelled in September, 1969, there was an increase of 1,039 items in the number of documents received. During the biennium 59,934 documents were received and processed,

as compared with 58,895 items handled in the previous two years.

In 1969 the section entered subscriptions for two new indexes, the *Congressional Information Service Index to Publications of the United States Congress* and the *Congressional Index,* published by Commerce Clearing House. These indexes are useful in locating material included in hearings and bills of Congress.

It was estimated in the Report of Systems Study made in 1968 by the Auditor's Department that the space limits for shelving documents would be reached in 1970. Therefore, all holdings are being reviewed and superseded items discarded. In the past, old technical manuals, army regulations, federal specifications, Civil Service regulations, etc., were shelved with the new ones. The clearing out of superseded documents has added several sections of shelving and has brought material up to date.

The space gained has been used for housing documents formerly in the Legislative Reference Library, including the Statutes-at-Large, the Congressional Record from 1940, the slip laws, Senate Reports, Senate Documents, House Reports and House Documents from 1953 to date, bills and hearings from the current Congress, and other miscellaneous publications.

Another major "space breakthrough" was made by the acquisition of all depository items for 1969 on Readex Microcards and a Readex Universal Microviewer, which can be used for all non-reel microfilms, both opague and transparent. The Federal Documents Section now has non-depository materials on microcards for 1969. Additional microcards will be acquired in the future so that little-used publications can be discarded.

The Report of Systems Study recommended a pilot project of indexing federal documents by the Keywork-in-Context (KWIC) program of IBM. The pilot project took place in August, 1970, when a test sample of three hundred documents was taken, cards punched, and a print-out made which indexes and inventories the three hundred documents. A Keywork-Out-of-Context (KWOC) index was selected since this form is easily read by patrons. The KWOC index has possibilities for use as a shelf-list and a check-in system as well as a more nearly complete reference tool to supplement the *Monthly Catalog of United States Government Publications.*

The Federal Documents Section serves as a clearinghouse for duplicate documents of depository libraries. Selective depository libraries may discard federal government publications after five years with the approval of the regional library. The Federal Documents Section, as a regional depository, receives these duplicates and adds needed titles to its collection before distributing the remaining duplicates to other libraries. Among the duplicate lists checked were those from the San Antonio Public Library, Texas Tech University Library, Wichita State University Library, and the Missouri State Library.

REFERENCE DIVISION 1968-1970

Local Reference Service

Reference Service	
Reference Questions	8,504
Genealogy Questions	27,158
Total	35,662
Local Circulation	
To State and Federal Employees	
Books	23,336
Periodicals	2,203
Vertical File Material	131
Total	25,670
Genealogy Books for Weekend Use	1,525
Total Local Circulation	27,195

Interlibrary Loan Service

Interlibrary Loan Requests	
Communication Network Requests	14,206
Other Libraries	946
Individuals Without Library Service	323
Total Interlibrary Loan Requests	15,475
Interlibrary Loan Circulation	
Books	6,496
Vertical File	1,337
Xerox Copies of Periodical Articles	4,274
Government Documents	572
Microfilm	128
Blind	57
Total Interlibrary Loan Circulation	12,864

Federal Documents Section Statistics

Circulation	
Local	6,454
Interlibrary Loan	
Direct	848
Communication Network	255
Total	1,103
Documents Received and Processed	59,934

Technical Services Division

A review of the work of the Technical Services Division for 1968-1970 involves an evaluation of the extent to which the sections of Technical Services "provide services at the lowest possible cost and a determination of the value of these services to the user of the library." Efforts are made to increase the output and reduce the costs of particular operations and to keep under continuous review the work methods to obtain the most efficient and effective results.

Acquisitions

Orders were placed for all divisions of the State Library and for twelve institutional libraries. Five state institutions in 1968-1969 and seven state institutions in 1969-1970 were designated by the director of the Field Services Division, with advice of the Advisory Council and the state institutional consultant, to receive federal funds under Title IVA.

	1968-1969	1969-1970
State	36,989.00	31,848.00
Federal	168,671.00	116,231.00
Total	**205,660.00**	**148,079.00**

(Includes books, subscriptions, standing orders, binding; also institutional libraries funds.)

Material Ordered

1968-1969	1969-1970
1,796 Purchase Orders	1,101 Purchase Orders
20,150 (est) Items	25,945 Items

Material Received and Processed

	1968-1969	1969-1970
Archives	332	929
Field Services Extension	8,617	3,805
Legislative Reference	682	(Separate Library)
Professional Librarianship	648	520
Reference	11,065	9,015
Total	**21,344**	**14,269**

Material Withdrawn

1968-1969	1969-1970
1,848	**1,435**

Serials

Change was the key word governing the work of this section. The serials work was moved into a small section of the area housing all of the work of the Technical Services Division when data processing was moved into the room formerly used for serials. Serials was returned to its original location at the end of five months, with the transfer of the data processing work to another area.

With the removal of the Legislative Reference Division from the supervision of the State Library, September 1, 1969, two clerical positions were eliminated from Technical Services. One was that of serials assistant.

Unfortunately, serious delays in receipt of periodicals and loss of early issues were experienced, caused by the inefficiency of the subscriptions agent holding the state contract. This difficulty was partially resolved in May, 1970, with the authorization given by the Board of Control for certain subscriptions to be processed in the future without its prior approval.

Revision of the policies of serials acquisitions was initiated during this period, with resulting changes in binding policies to follow.

Cataloging

Books have been cataloged for Archives Division; Reference Division; Field Services Division, including the Professional Collection; and for Legislative Reference, 1968-1969 only. The holdings for Legislative Reference are still represented by cards in the general catalog. The work of withdrawing cards for this collection will continue as this step is taken upon removal of books from the Legislative Reference collection. A special project of cataloging large print books and books to be used by workers with the blind was done for the Division for the Blind and Physically Handicapped.

In an effort to correct inadequacies in cataloging for the Archives Division, an attempt is made to bring together duplicates or related materials and to make much-needed cross references. As new books are processed, material already owned by the library is examined, and if it seems practicable, recataloged and reclassified.

Reference Division received the largest number of new volumes and

titles, and has also received more attention in correcting records. As a new book is cataloged, the cataloging staff make an effort to look for older editions and related material and bring the records up-to-date. This is one approach to the problem of recataloging.

"Recataloging," as used here, is a general term for a complicated process. Changes in policies and routines through the years and short cuts taken often make corrective work necessary. A careful search has been made to remove all old records before new ones are prepared. Books have been accessioned if they had not been and cataloged according to standards now in use, with revised subject headings and classification numbers. Repairs are made and new book cards, pockets, and labels prepared.

Preparation Section

Work space of thirty feet was lost to Technical Services upon the installation of the Archives Division restoration shop in a new room adjacent to Technical Services Division. This change included loss of a sink with subsequent adjustments of the preparation and maintenance work within Technical Services, and the rearrangement of all other work areas.

The preparation of new materials, application of book jackets for exhibit collection (approximately 4,000 books), pamphlet binding, repair of old books, processing needed in the transfer of books between divisions and in books recataloged, and the preparation of stencils, etc., for catalog cards, only enumerates the work of the processing staff. The continuity of the majority of this staff has been of value in maintaining work flow.

Personnel

Changes occurred in professional positions both in cataloging and serials work. One cataloger's position has been filled by three different librarians, and that of the serials librarian has been filled by four different librarians in this two-year period.

The sub-professional assistant assigned to the cataloging station has been of much assistance in making possible a better balance of the work. The almost continuous process of replacement of clerical personnel, especially at the lowest grade, requires expensive use of administrative time.

Assistance with purchase information and cataloging help was given other state agencies. Library school class members and new staff members of the Texas State Library on orientation tours were among visitors.

The Technical Services Division shall continue to direct its efforts toward the standard set forth in "Standards for Library Functions at the State Level.":

> The state library agency must exercise leadership in determining the most advanced techniques in acquiring, recording, and processing all kinds of informational materials related to the special needs of the state, made accessible through networks.

Board of Library Examiners

Minutes of the State Board of Library Examiners
December 13, 1968

The State Board of Library Examiners met in the Office of the State Librarian at 2:00 p.m. on Friday, December 13, 1968.

All members were present: Dr. Dorman H. Winfrey, Chairman; Mrs. Juanima Wells McLaughlin; Mrs. Mary Butler Owensby; William D. Gooch; and Fred Folmer.

The Board heard a brief report from Winfrey on the affairs of the State Library with reference to publicity, workshops, the Fall Building Institute, etc. Attention was called to the forthcoming biennial report for a more complete record.

The Board approved the renewal of temporary certificates presented for 1969 applicants meeting the State Board of Library Examiners requirement for professional improvement, including enrollment in workshops, completion of library school courses, and attendance at library conferences.

Mrs. McLaughlin, whose six-year term is expiring, submitted her resignation; she was first appointed to the Board in 1941. Her resignation was accepted with regrets; and thanks were expressed to her for her work, interest, and participation in the work of the Board.

Dr. Winfrey was authorized by unanimous vote to contact Mrs. Hazel Richardson, Bryan Public Library, as a probable successor for Mrs. McLaughlin.

For the record, the membership of the Board is as follows:

Mrs. Juanima Wells McLaughlin	Resigned
Mrs. Mary Owensby	Term expires July 24, 1969
William D. Gooch	Term expires July 24, 1971
Dr. Dorman H. Winfrey, Chairman	Ex Officio
Fred Folmer, Secretary	Ex Officio

The meeting adjourned at 3:20 p.m.

Fred Folmer
Secretary

Minutes of the State Board of Library Examiners
December 5, 1969

The State Board of Library Examiners met in the office of the Director-Librarian of the Texas State Library on Friday, December 5, 1969, at 2:00 p.m.

Gooch arrived late because of delay in air travel caused by weather conditions. However, essential business was conducted with all members present: Dr. Dorman Winfrey, Chairman; Mrs. Mary Butler Owensby, Mrs. Hazel Richardson, William D. Gooch, and Fred Folmer.

The Board reviewed the applications for and approved the renewal of 1970 temporary certificates for applicants meeting the requirements for professional improvement. Permanent certificates were approved for applicants qualifying.

The Board discussed and clarified the official terms for members as reflected by the appointment of Mrs. Richardson as successor to Mrs. McLaughlin and, subsequent to this meeting, the appointment of a successor to Mrs. Owensby, who requested that her appointment not be renewed. Appointed members serve six-year terms unless named to fill an unexpired term. In this case the six-year termination date for the original appointee is adhered to.

The Board authorized the Chairman to contact Miss Marguerite Anderson, librarian, Richardson Public Library, as a possible Board member to succeed Mrs. Owensby. An official list of Board members with term expiration dates is appended to these minutes.

The Board expressed its appreciation to Mrs. Owensby, who had served as a Board member since 1958.

Mrs. Marie Shultz, just beginning her new assignment as program director of the Library Systems Act, and Katherine Ard, named to succeed Mrs. Shultz as director of the Field Services Division of the Texas State Library, were introduced to the Board.

The meeting adjourned at 4:00 p.m.

Fred Folmer
Secretary

Texas State Board of Library Examiners
as of December 5, 1969

	Term Expires
Dr. Dorman H. Winfrey	Ex Officio
Mrs. Hazel Richardson	July 24, 1973
Fred Folmer	Ex Officio
William D. Gooch	July 24, 1971
Mrs. Mary Butler Owensby	July 24, 1975

Records Preservation Advisory Committee

Dorman H. Winfrey
Chairman
Texas State Library

Robert B. Fitzgerald
Records Preservation Officer
Texas State Library

Martin Dies
Secretary of State

George W. McNiel
State Auditor

Robert S. Calvert
State Comptroller

Crawford Martin
Attorney General

Charles Schnabel
Secretary of the Senate

Mrs. Dorothy Hallman
Chief Clerk of the House

State Board of Library Examiners

Dorman H. Winfrey
Chairman, Austin

Fred Folmer
Secretary, Austin

Marguerite Anderson
Richardson

William D. Gooch
Odessa

Hazel Richardson
Bryan

Advisory Board, Library Systems Act

Marie Haney
Abilene

Dr. Edward G. Holley
Houston

Wyman Jones
Fort Worth

Mrs. Thelma Phillips
Fredericksburg

Heartsill H. Young
Austin